

The following are the Questions, and corresponding Answers, submitted in response to RFP DOC52PAPT0601001. These Questions and Answers are provided for information only. No revision or change has been made to the statement of work in the RFP. The statement of work can only be revised by a formal amendment of the solicitation. Similarly, there is no extension to the closing date of the RFP as the closing date can only be extended by formal RFP amendment. This posting is not a formal amendment to the solicitation. More questions and answers are expected to be posted shortly. As of 2/17/2006 only one formal amendment has been issued.

QUESTIONS AND ANSWERS

Q1) Are the "documents" hard copy or electronic?

Answer: The patent documents are available to the contractor as electronic copies. See paragraph C.2 of the RFP, last sentence, "U.S. and foreign documents to use for performance of the work can be found, for example, at www.uspto.gov, www.espacenet.com and www.jpo.go.jp." Other project-related documentation, e.g., lists of patents, etc. will be exchanged in electronic form whenever possible. See paragraphs C.2 and C.2.2.1.

Q2) Are the documents considered "records" for retention and disposition purposes?

Answer: Patent documents are not considered "records" for retention and disposition purposes since they are available on publicly accessible websites. All other documentation related to the reclassification project and this contract, e.g., schedules, definitions, lists of patent document numbers and their classifications, supporting materials, billing documentation, etc., are considered "records" for retention and disposition purposes.

Q3) If electronic, do they currently reside on a file server, in a document management system, or in a database?

Answer: Patent documents are available on public websites. See paragraph C.2 of the RFP, last sentence, "U.S. and foreign documents to use for performance of the work can be found, for example, at www.uspto.gov, www.espacenet.com and www.jpo.go.jp." Other project-related documentation, e.g., lists of patents, etc. will be exchanged in electronic form whenever possible. See paragraphs C.2 and C.2.2.1.

Q4) How many people within USPTO need to access these documents?

Answer: USPTO staff has access to the documents through in-house search systems. The COTR and other designated USPTO staff will need access to all other documentation, e.g., schedules, definitions, lists of patent document numbers and their classifications, supporting materials, billing documentation, etc.

Q5) Is there a finite number of documents being reclassified or will new patent applications/documents also be submitted for classification?

Answer: Each project will have a preliminary number of documents that require reclassification. However, the number is not exact at the start of the project because as new patent documents are published or granted by the USPTO throughout the course of the project and up to 6 months after completion of the project these newly published documents will also require reclassification. Therefore, the exact final count of documents reclassified will be known after 6 months of the completion of the project. See paragraph C.3.4.3 (Option B).

Q6) Does PTO already have a document management system you are currently using?

Answer: Yes, the USPTO Classification Data System (CDS) tracks and maintains all classification data related to US patent documents. It also manages all data related to classification schedules and definitions, the Index to the US Patent Classification system, the US to IPC Concordance and their revision.